

**KBBC Annual Business Meeting Minutes from
10/19/2012 8:00am CDT
Held at GRADD Office, Owensboro, KY**

Attendee's list: Bill Gorton (KBBC Chairman), Jason Ramler (KBBC), Cheryl Duncan Wyatt (KBBC), Melanie Bailey-Riffe (KBBC Treasurer), Catherine McBride (KBBC), Lynn Soporowski (KYTC), Carol Brent (KYTC), Troy Hearn (KYTC), Ryan Halloran (OAG), Stephen Wyatt (KRTC Fayette County), Becky Martin (Bicycle Owensboro), Jeanette Woodward (GRADD), Michael Galbraith

Minutes:

Reporting/Auditing of Nye grantee usage of funds:

- Cabinet does not always receive Nye bi-annual reports of funding and project status – Commissioners need to be sure to forward to KYTC staff. KYTC staff will send all reports to KBBC.
- Bill Gorton wants Cabinet to write letters to recipients if miss 6 month reporting requirement. Troy agrees to send an email if the report was not received by the 7th month. (DONE, 76% of grants are now accounted for!)
- Who is responsible for cost of audit of KBBC grants? Bill says KYTC has agreed to fund all audits. KYTC is checking for documentation. (If additional special audits takes place, the KBBC will be responsible for this)
- Melanie thinks additional audits of grant expenditures are not necessary – KYTC has been auditing and has just made a choice not to audit the specific grant reporting. KYTC staff thinks the only auditing that has been conducted are the expenditures out of Drivers Licensing funds, not necessarily the individual NYE grant expenditures.
- Commissioners will contact all recipients to request reports of expenditures. Each NYE Grant has a Commissioner assigned.
- No new awards will be granted to specific recipients until status reports are received on previous grants

Nye Grant Application and Criteria process items for consideration/review during January meeting:

- Should there be a limit to the number of times a recipient can apply for a Nye Grant for the same program? If institute a 3-year limit, is KBBC killing a program that has existed for 3 years?
- Should there be a limit to the type of entity that can apply, e.g., non-profit or for-profit? Large vs. small? Locally-based or statewide?
- Scoring sheet could be revised to show more of an educational and less engineering emphasis
- Should there be a prohibition of funding infrastructure (such as rent, buildings, or signs) as opposed to educational activities?
- Add to guidance documents that no award will be granted unless/until reporting is completed/current for any previous grant.
- Does it matter if the grant funds bicycle safety education or bicycle maintenance education?
- Should KBBC limit the amount of funding to be requested? TourSEKy and Metro Louisville requested large amount of funding – more than half of a year's available grant funds.

Nye Grant **recommendations** by KBBC and reasoning:

- **TourSEKy: requested \$53,774, awarded \$0.** Amount requested is most of a single year's receipts. The organization's mission is clearly tourism and economic development rather than bicycle education. It is federally funded. On motion of Cheryl seconded by Melanie, KBBC voted

to deny application. A letter will be drafted to Tour SEKY and Melanie will sign as KBBC Treasurer. Letter will note that the Nye grant is generally looking for more of a hands-on, “wheels on the ground” experience rather than just brochures to fulfill the educational component.

- NKy Health Dept: **requested \$11,987, awarded \$11,987.** S-Similar projects are already done by other entities in the region: OKI already does GIS map of bike routes, Queen City Bikes already distributes blinking lights. Proposal is not so much education but raising awareness of bicycle safety. However, does focus on children and specifically on low-income children. On Jason’s motions seconded by Cheryl, KBBC approved application but suggested that Jason discuss some of the issues with them.
- YMCA Camp Ernst: **requested \$10,620, awarded \$10,620.** Issue with previous grants in that reporting not done for all grants – have received 3 grants previously. Issue that may be funding infrastructure because being asked to pay for a shed to store the bikes. Jason has heard many good things about the program. Bill questions long-term sustainability and raised the issue of whether the program could continue without Nye grant funds. On Melanie’s motion seconded by Jason, KBBC approved grant but the grant letter will state that the funds will not be awarded until previous grant reports are received.
- Folk Life Recyclery: **requested \$24,794, granted \$18,794.** Concern that the proposal is only addressing 160 to 190 people which is not very many for a grant of \$25,000. KBBC denied \$6,000 in rental costs. Also, the issue that the educational component is mainly of bicycle maintenance, not bicycle safety. However, want to encourage small local bicycle programs. On Jason’s motion with Melanie second, KBBC approved grant of all except funding for rent. The grant award letter will specify that no KBBC funds be spent on rent.
- Broke Spoke: **requested \$9,450, granted \$7,200.** Good organization but little educational component and they are requesting that KBBC pay 30% of their rent. On motion by Melanie, with second by Cheryl, KBBC approved grant of all except funding for rent. As with the Folk Life Recyclery, the grant award letter will specify that no KBBC funds be spent on rent.
- Big Red Bikes: **requested \$10,569, awarded \$10,569.** Nye Grant is sole source of support so a question as to long-term sustainability of program. Good message to student body and is “wheels on the ground” but the educational component is weak. Reporting on previous grant very late but was finally received. On Jason’s motion, seconded by Katie, KBBC approved grant.
- Our Lady of Bellefonte: **requested \$7,500, granted \$7,500.** The report for the previous grant was received Thursday morning (Oct. 18th). Proposal to give away 25 bikes to educate children and their parents regarding bicycle safety and healthy eating. On motion by Cheryl and seconded by Jason, KBBC approved full grant of \$7,500. ??? Is this the one they talked about suggesting less expensive bikes so more bikes could be put into use? YES???
- Taylor County Trail Town: **requested \$11,200, granted \$11,200.** Support for Campbellsville Trail Town application. Proposal includes training LAB-certified instructors then those instructors holding classes for area children; does this grant just include children or any area cyclist? Proposal also includes funding of Share the Road signs which would be funding infrastructure rather than education but signs would emphasize bicycle safety. Disapproval of funding for signs might give the impression that KBBC does not promote or recommend safety. On motion by Cheryl, seconded by Bill, KBBC approved grant (including signs).
- Downtown Lexington, Bike Lexington event: **requested \$2,500, granted \$2,500.** Annual event that now has participation of 3,000 riders. The event used to be sponsored by individuals, and then taken over by the Downtown Lexington Foundation. On motion by Katie with second by Melanie, KBBC approved grant.

- **Bike Owensboro: request \$2,200, granted \$2,200.** The application requests to train LAB-certified instructors. Who will the newly certified instructors teach? Where?? When?? Do we know?? (Bill suggests letter to LAB about the number of grants that KBBC is funding for LAB-certified instructors and Troy will add that to the Bike Friendly State certification/documentation.) On Melanie's motion, seconded by Jason, KBBC approved the grant.
- **Louisville Metro: requested \$35,835 total, awarded \$23,385.** KBBC questioned a request for nearly half of KBBC's annual funding from one applicant.
 - See and Be Seen: **requested \$3,495, approved \$3,495.** Motion Jason seconded by Melanie
 - Bike and Ped Encouragement: **requested \$9,000, approved \$0.** Main item is valets for bicycle parking at Thunder over Louisville. Jason moved approve without the \$6,000 for valet parking but no second. Melanie moved to deny the grant and Cheryl seconded. Motion carried to deny grant.
 - Bike/Ped Education: **requested \$8,000, approved \$8,000.** Main educational component is a video to be presented at motorist training classes. Motion to approve grant by Jason with second by Melanie.
 - Summer Bike Sense and Bike Sense for Cops: **requested \$12,390, approved \$11,890.** Melanie pointed out that request was for \$12,390 but budget showed only \$11,890. On her motion seconded by Jason, KBBC granted \$11,890.
 - High school vocational technical classes: **requested \$3,000, approved \$0.** On motion by Jason, with second from Melanie, KBBC voted to deny grant.

Applicant	Requested	Granted
TourSEKy	\$53,774.00	\$0.00
Northern Ky Health Dept	\$11,987.00	\$11,987.00
YMCA Camp Ernst	\$10,620.00	\$10,620.00
Folk Life Recyclery	\$24,794.00	\$18,794.00
Broke Spoke	\$9,450.00	\$7,200.00
Big Red Bikes	\$10,569.00	\$10,569.00
Our Lady of Bellefonte	\$7,500.00	\$7,500.00
Taylor County Trail Town	\$11,200.00	\$11,200.00
Downtown Lexington	\$2,500.00	\$2,500.00
Bike Owensboro	\$2,200.00	\$2,200.00
Louisville Metro: Bike and Ped Encouragement	\$9,000.00	\$0.00
Louisville Metro: Bike/Ped Education	\$8,000.00	\$8,000.00
Louisville Metro: High school Votech bike maintenance program	\$3,000.00	\$0.00
Louisville Metro: Summer Bike Sense & Bike Sense for Cops	\$12,390.00	\$11,890.00
Louisville Metro: See and Be Seen	\$3,495.00	\$3,495.00
Totals requested and granted:	\$180,479.00	\$105,955.00
Total funds available for grants:		\$127,483.00
Remaining funds carried over to 2013 cycle:		\$21,528.00